

MonkBite's Recommendation

Enhance Your Efficiency
and Get More Done

5 BEST BOOKS ON PRODUCTIVITY



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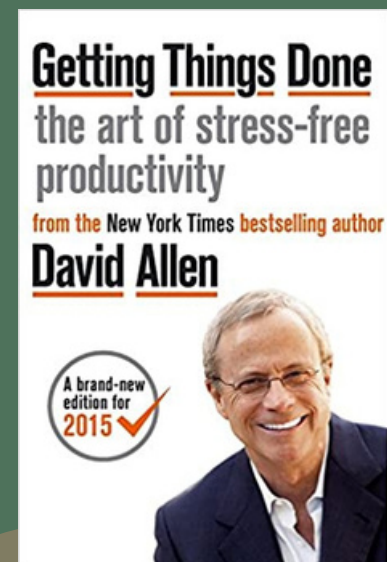
Favorite Quote:

"Your mind is for having ideas, not holding them"

GETTING THINGS DONE

Use the “Two-Minute Rule” to get small tasks done quickly.

- by David Allen



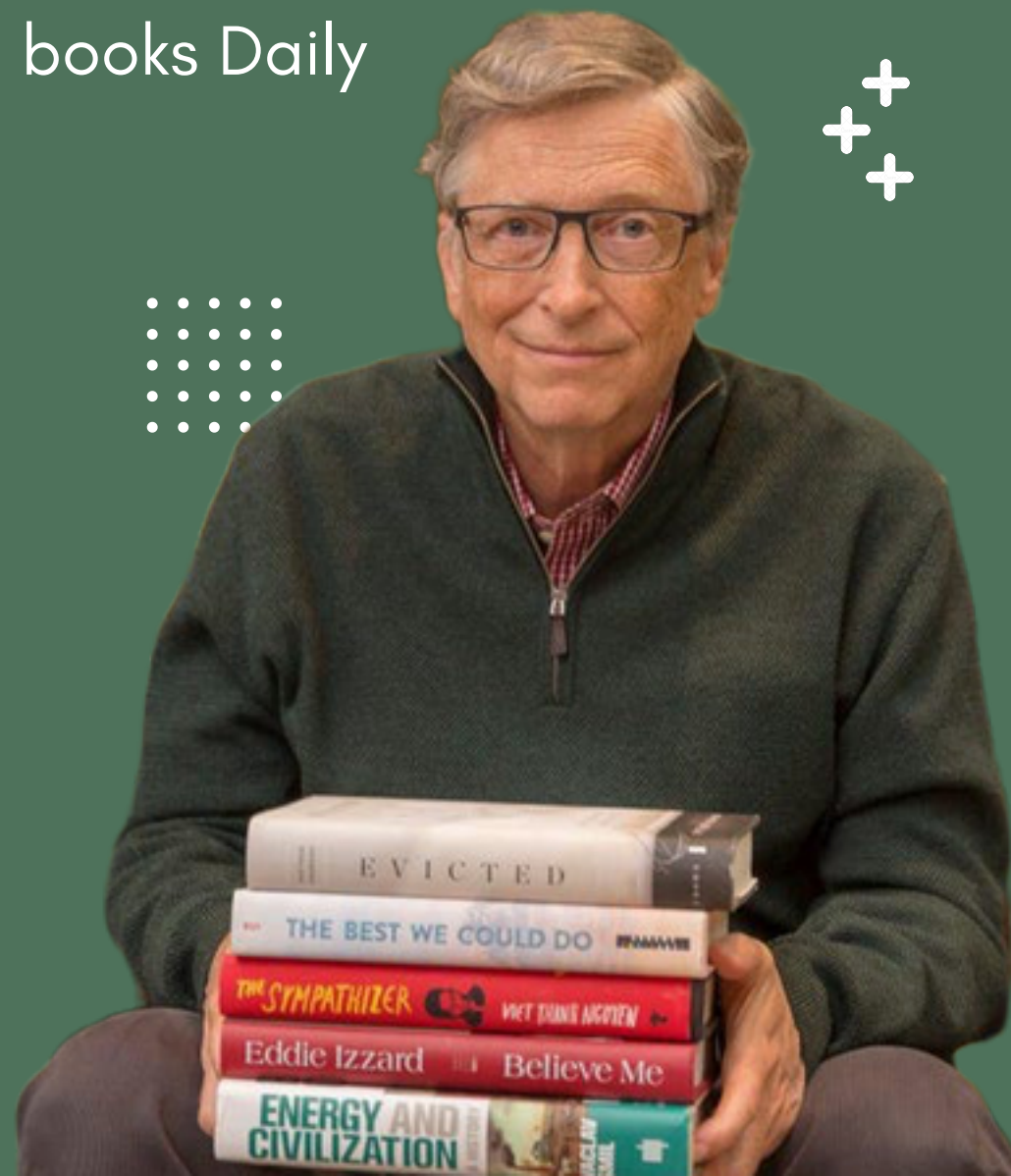
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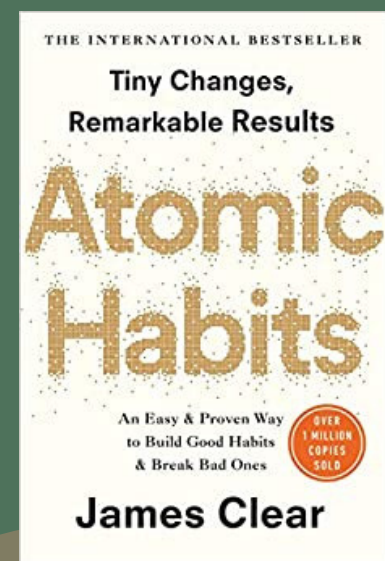
Favorite Quote:

"You do not rise to the level of your goals. You fall to the level of your systems"

ATOMIC HABITS

Use the “Habit Stacking” technique to build new habits into your existing routine, and the “Four Laws of Behavior Change” to create long-term habits

- by James Clear





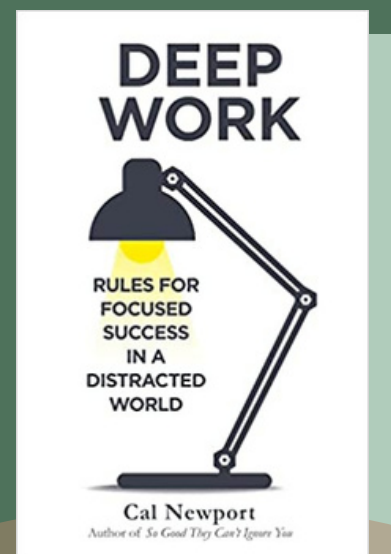
Favorite Quote:

| Clarity about what matters provides clarity about what does not.

DEEP WORK

Use the “Ritualize” strategy to make deep work a regular part of your routine, and the “Attention Residue” concept to minimize distractions.

- by Cal Newport



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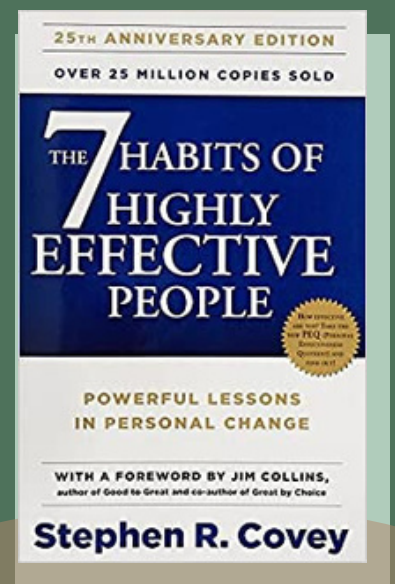
Favorite Quote:

Begin with the end in mind.

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Use the “Time Management Matrix” to prioritize tasks and the “Win-Win” approach to collaboration.

- by Stephen Covey





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5



Favorite Quote:

If you have to eat two frogs,
eat the ugliest one first.

EAT THAT FROG!

Use the “ABCDE” method to prioritize tasks, and the “Salami Slice” technique to break big goals into smaller, manageable pieces.

- by Brian Tracy

